



UNISON Conference Bulletin

NATIONAL WOMEN'S CONFERENCE 2012

**BULLETIN 06/11
JULY 2011**

Conference Team 020-7121 5123
Sharon Greene (Policy) 020-7121 5355
Anita Edwards (Standing Orders) 0121 685 3127

This bulletin contains the timetable for National Women's Conference 2012, details of registration and forms for submitting motions and amendments to motions.

The next **UNISON National Women's Conference** will be held at the Brighton Centre, from **1.15pm Thursday 16 February to 1.00pm Saturday 18 February 2012.**

The Brighton Centre
Kings Road
Brighton
East Sussex
BN1 2GR

Tel: 01273 290131 Fax: 01273 779980
Web: www.brightoncentre.co.uk

Timetable

The timetable for the Conference is as follows:

- Deadline for submitting motions and amendments to standing orders 12.00 noon Thursday 20 October 2011
- Publication of preliminary agenda Friday 11 November 2011
- Registration of delegates 5.00pm Friday 18 November 2011
- Deadline for submission of amendments 12.00 noon Weds 14 December 2011
- Publication of final agenda Friday 13 January 2012
- Deadline for submitting emergency motions 9.00am Thursday 9 February 2012

Enclosed with this conference bulletin, and available for download on the conference webpage www.unison.org.uk/conference/women.asp are the following forms:

Deadline for Return

WC1	Appointment of delegates	5.00pm, Friday 18 November 2011
WC2	Visitor application form	Up to start of conference
WC3	Reasonable Adjustments	Friday 18 November 2011
WC4	Crèche facilities request	Friday 18 November 2011
WC5	Evening childcare	Friday 18 November 2011
WC6	Motions to conference	12.00 Noon, Thursday 20 October 2011
WC7	Amendments to standing orders	12.00 Noon, Thursday 20 October 2011
WC8	Amendments to motions	12.00 Noon, Wednesday 14 December 2011
WC9	Change of delegate	Up to start of conference
WC10	Emergency motions	9.00am, Thursday 9 February 2012

Delegate travel claim form
Visitor travel claim form
National Women's Conference standing orders
Advice from standing orders committee

Representation

Branch Delegations

The scheme of branch representation provides for **a national conference of women members** with representatives from regional and branch groups, women members of the NEC and members of the National Women's Committee, the national SOG committees and national young members' forum.

Size of branch delegations

Representation is on the basis outlined below, up to a maximum of five delegates:

1 - 2000 women members	:	1 delegate
2001 - 4000 women members	:	2 delegates
4001 - 8000 women members	:	3 delegates
8001 - 12,000 women members:	:	4 delegates
12,001 + women members	:	5 delegates

If you are uncertain how many women members there are in you branch, your regional RMS department will be able to advise you.

Fair Representation

Branches with a delegation of three or more members must include a low paid member. Low paid members are those with a basic hourly rate as defined in Rule Q, Definitions.

Branches must be pro-active in filling the low paid member's seat. In identifying low paid members, branches should ensure they consider all employers and all workforces covered by the branch.

Branches with more than one delegate should also seek to achieve fair representation as defined in Rule Q:

"Fair Representation is the broad balance of representation of members of the electorate, taking into account such factors as age and low pay, the balance between full time and part time workers, manual and non-manual workers, different occupations, skills, race, sexual orientation, disability and gender identity".

Regions, Self-Organised Groups, Young Members

Regional Women's Groups, National Self-Organised Group Committees and the National Young Members' Forum may each send two delegates to the Conference.

Transgender Members

Members who are in the process of transitioning gender may not yet have changed their UNISON membership details. For example, a member may wish to attend conference as a woman, but may still be attending work as a man. Members will therefore be registered for conference as the gender in which they will attend the conference, irrespective of their gender recorded on the RMS. Please note, however, that only members identifying as women are eligible to attend this conference. To ensure that nominations are not rejected, please send a cover note with any delegate forms which include members attending conference in a different gender to that recorded on the RMS.

Form WC1 : Registration of Delegates

Please ensure that the delegates' information is completed fully, including membership number. Registration forms should be returned to the Conference Office, 130 Euston Road, London NW1 2AY. The closing date for the registration of delegates is **5.00pm, Friday 18 November 2011**. Please note that any registration forms received after this date will not be processed.

Form WC2 : Visitors

Branches and regions may send **women visitors** to the Conference. All expenses, including travel, must be met by the branch or region. There is no deadline for visitor registration, seats are available on a first come first served basis. However visitors wishing to use the **crèche** must register by **Friday 18 November 2011** as no requests for crèche places can be guaranteed after this date.

Form WC3 : Reasonable Adjustments

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act. The success of our arrangements is always reliant upon members and branches providing adequate information about the facilities you require. We recognise members' access needs may change and invite you to advise about requirements for each event. **Please remember that sign language interpreters will only be available if requested in advance.**

Personal Emergency Evacuation Plan(PEEP)

If a delegate or visitor from your branch requires a PEEP for the Brighton Centre, please ask them to indicate this on Form WC3.

Information should be sent to the conference office using Form WC3. It is also important that the conference office is advised if any facilities are no longer required.

Form WC4 : Creche

All crèche places must be registered by **Friday 18 November 2011**. No requests for crèche places can be guaranteed after this date.

Form WC5 : Babysitting

Arrangements have been made for Nipperbout, the company contracted to provide crèche facilities at all UNISON national conferences, to provide babysitting. Should you require this service please complete Form WC5 and return to Clare Cresswell, UNISON Conference Office, by **Friday 18 November 2011**. Delegates and visitors are reminded that the cost for babysitting is borne by the branch so authorisation is required from your branch secretary that this expenditure will be approved.

Form WC6 : Motions/Form WC7 : Amendments to Standing Orders/Form WC8 : Amendments to Motions/Form WC10 : Emergency Motions

- Motions **must** be submitted on the enclosed form (or a photocopy of the form).
- The form **must** state the date of the meeting at which the motion was agreed and be signed by two members of the branch women's group.
- Motions must be submitted by the deadline.
- Motions should cover one subject only and can only instruct the National Women's Committee. Motions should not instruct the NEC, Service Groups or other national committees or outside bodies, such as the Labour Party.

Further guidance is enclosed.

Annual Report

The Annual Report of the National Women's Committee will be published by **Friday 13 January 2012**. If branch or regional women's groups wish to raise questions on the Annual Report, these must be submitted in writing by **12 noon on Monday 6 February 2012**. At National Women's Conference, only questions supplementary to written questions will be taken. This is to ensure that proper consideration can be given to questions raised, and a considered response can be given.

Travel Arrangements

Branches are asked to book all travel arrangements for Conference through Stewart Corporate Travel. Travel application forms are attached to this circular. Branches are reminded that:

- Travel costs for **delegates only** will be funded from National office
- Travel costs for visitors must be paid for by the branch.

Branches are responsible for funding their delegates' and visitors' attendance at conference. Subsistence should cover the cost of accommodation, meals, childcare, dependent care and facilitation.

Branches are reminded of the Organising for Equality guidelines which state that "Branch delegates to self-organised group conferences should normally be given the same level of subsistence as branch delegates to other UNISON conferences".

Any branches that may suffer financial difficulties as a result of these procedures may apply in writing to the Finance Officer for consideration for additional branch funding.

Accommodation

Branches are encouraged to arrange accommodation through the Brighton Accommodation Service, VisitBrighton. Using the Booking Service supports the work of our members in local government and ensures our continuing ability, as a not-for-profit organisation, to secure preferential rates for our conference venues.

The dedicated webpage for UNISON Women's Conference is:

<https://www.conferencebookings.co.uk/delegate/BTNUWC2012>

You can also telephone VisitBrighton on: 01273 292626

APPOINTMENT OF DELEGATES

NAME AND ADDRESS FOR RETURN OF RECEIPT Name Address Postcode Daytime Tel. No. Mobile			DELEGATES APPOINTED BY THE *Branch Name Branch Code Branch Delegate <input type="checkbox"/> Regional Women's Group Rep <input type="checkbox"/> National SOG Rep <input type="checkbox"/> National Young Members' Forum Rep <input type="checkbox"/> * Please complete as appropriate		
---	--	--	--	--	--

Branch or Home address	Full name (please print)	Male or Female	Please tick if first time delegate	Membership number (Must be inserted)	Are you under 27 at 18 February 2012
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 1 _____ E-mail address:	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
	Delegate 2 _____ E-mail address:	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 3 _____ E-mail address:	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 4 _____ E-mail address:	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 5 _____ E-mail address:	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>

We hereby certify that the above delegates are members of UNISON; that their subscriptions to the union are not three months in arrears; that they are the duly elected delegates and meet the criteria of proportionality and fair representation as set out in rules D1. 4-6.

.....
 Signed (one signature required)

.....
 (Branch/Regional Group/SOG secretary)

Both copies of this form must be returned to the Conference Office, UNISON, 130 Euston Road, London NW1 2AY by **FRIDAY 18 NOVEMBER 2011** Fax: 020-7121 5192

The Branch copy will be stamped with the date it is received and returned to the person whose name and address appears at the top of this form.

APPOINTMENT OF DELEGATES

BRANCH/REGIONAL/SOG COPY

NAME AND ADDRESS FOR RETURN OF RECEIPT			DELEGATES APPOINTED BY THE		
Name			*Branch Name		
Address			Branch Code		
Postcode			Branch Delegate <input type="checkbox"/>		
Daytime Tel. No.			Regional Women's Group Rep <input type="checkbox"/>		
Mobile			National SOG Rep <input type="checkbox"/>		
			National Young Members' Forum Rep <input type="checkbox"/>		
			* Please complete as appropriate		

Branch or Home address	Full name (please print)	Male or Female	Please tick if first time delegate	Membership number (Must be inserted)	Are you under 27 at 18 February 2012
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 1 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
	E-mail address:				
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 2 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
	E-mail address:				
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 3 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
	E-mail address:				
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 4 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
	E-mail address:				
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 5 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
	E-mail address:				

We hereby certify that the above delegates are members of UNISON; that their subscriptions to the union are not three months in arrears; that they are the duly elected delegates and meet the criteria of proportionality and fair representation as set out in rules D1. 4-6.

.....
Signed (one signature required)

.....
(Branch/Regional Group/SOG secretary)

Both copies of this form must be returned to the Conference Office, UNISON, 130 Euston Road, London NW1 2AY by **FRIDAY 18 NOVEMBER 2011**. Fax: 020-7121 5192

The Branch copy will be stamped with the date it is received and returned to the person whose name and address appears at the top of this form.

VISITOR APPLICATION: MEMBERS

Branches and regions may send **women** visitors to Conference.

Visitor seats are available on a first come, first served basis.

(PLEASE PRINT IN BLOCK CAPITALS)

BRANCH NAME:

BRANCH CODE (RMS)

BRANCH ADDRESS:

TEL NO:

MEMBERSHIP NO:

NAME(S) OF VISITOR(S) WISHING TO ATTEND

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

SIGNED

Branch Secretary

DATE

VISITOR APPLICATION: NON MEMBERS

Women non-member visitors may attend subject to permission from the National Women's Officer or the Regional Women's/Equalities Officer.

NAME

ADDRESS (INCL POSTCODE)

DATE OF BIRTH

NATIONAL INSURANCE NO:

Have you been a member of UNISON in the past? If yes please print your branch name/membership number if you have it

SIGNED

National or Regional Women's/Equalities Officer

DATE

All visitors' credentials will be despatched direct to the visitor. It is therefore essential that the visitor's name and membership number are completed as requested. Without the membership number the visitor(s) cannot be registered.

Visitors' credentials do not automatically guarantee admittance to the conference proceedings. UNISON reserves the right to withdraw credentials should it be deemed necessary.

Members with disabilities are reminded that the deadline for requests for reasonable adjustments is Friday 18 November 2011.

Please return this form to: The Conference Office, 130 Euston Road, London NW1 2AY.

Fax: 020-7121 5192



National Women's Conference

16-18 February 2012, Brighton Centre



APPLICATION FOR REASONABLE ADJUSTMENTS

A new application must be made for each conference, based on your current requirements.

DELEGATE DETAILS:	FACILITATOR DETAILS:
Name	Name
Address	Address
.....
.....
Membership no: <input type="text"/>	Membership no: <input type="text"/>
Branch	Tel.no: (daytime)
Region	(voice/text)
Tel.no: (daytime)	(email)
(voice/text)	If Facilitator is required to accompany Delegate in the conference hall, and they require a seating space next to Delegate please tick box <input type="checkbox"/>
(email)	

Please indicate if any of the following facilities are required for your personal use

SPACE FOR WORKING DOG <input type="checkbox"/>	AUDIO CASSETTE TAPE <input type="checkbox"/>	LARGE PRINT - DELEGATES' DESPATCH -SPECIFY FONT SIZE: _____PT <input type="checkbox"/>
BRaille <input type="checkbox"/>	AUDIO CD <input type="checkbox"/>	LARGE PRINT - AT CONFERENCE -SPECIFY FONT SIZE _____PT <input type="checkbox"/>
DOCUMENTS ON MEMORY STICK <input type="checkbox"/>	MOBILITY SCOOTER <input type="checkbox"/>	BSL/ENGLISH INTERPRETER <input type="checkbox"/>
SPEECH TO TEXT <input type="checkbox"/>	WHEELCHAIR ACCESS/SPACE <input type="checkbox"/>	PARKING SPACE AT VENUE (CANNOT BE GUARANTEED) <input type="checkbox"/>

If you require a Personal Emergency Evacuation Plan from the venue please indicate

All conference documents will be issued in 12pt Arial. If you require documents in a different font, print size please specify above.

Please list any other adjustments or requests here:

.....

.....

.....

PLEASE NOTE each request for reasonable adjustments will be acknowledged by the Conference Office. If you have not had a response within 3 weeks of sending in the form you should contact the telephone number below. Should we have difficulty securing the facilities requested we will contact members direct for advice for alternative reasonable adjustments.

Please return this form to the Conference Office, UNISON, 130 Euston Road, London NW1 2AY by Friday 18 November 2011. Tel: 020 7121 5123, Fax: 020 7121 5192.

CRÈCHE FACILITIES – REQUEST FORM MEMBERS ONLY

PLEASE PRINT ALL DETAILS

Crèche facilities are required as follows:

Branch:

Region:

Name and address of member:

.....

E-mail address:

Membership No. (without this completed membership number we cannot register you for the crèche):

Phone no:

Work: Home:

Mobile:

Name(s) of child/children:	Date of Birth:	Age at date of Conference	Boy / Girl
.....
.....
.....

Specific dietary requirements:

Specific needs (additional information that may help us care for your child):

.....

Please indicate if your child is not in mainstream setting at school or nursery:

.....

Date crèche is required: 16 February 17 February 18 February

NB: Only children up to the age of 16 can be eligible for childcare.

I confirm that I am the parent / legal guardian of the above child/children:

Signed

Dated

*Please return to Conference Department, UNISON, 130 Euston Road, London NW1 2AY, London WC1H 9AJ by **Friday 18 November 2011**. Tel: 020-7121 5123, Fax: 020-7121 5192.*

Please note, you do not have a place in the crèche until you receive a crèche confirmation letter from the Conference Office.

BABYSITTING REQUEST FORM**PLEASE PRINT ALL DETAILS**

Babysitting is required as follows:

Name:

Membership Number:..... Branch:

Telephone No: Work: Home:

Mobile No:

E-mail:

Address at conference:

.....
.....

Child/Children's details:

Name(s) of child/children:	Date of Birth:	Age:	Boy / Girl
.....
.....
.....

Specific needs (additional information that may help us care for your child):.....
.....Dates and time babysitting required (not before 7pm or after midnight)

Date	Starting time	Return time
.....
.....
.....

**Please note that branches are responsible for babysitting costs which are currently £24 per hour.
I authorise this expenditure, on behalf of the branch.**

Signed: Branch:
Branch Secretary

Please return to Clare Cresswell, Conference Department, UNISON, 130 Euston Road, London NW1 2AY by **Friday 18 November 2011**. Tel: 020-7121 5509, Fax: 020-7121 5192.
E-mail: c.cresswell@unison.co.uk



National Women's Conference

16-18 February 2012, Brighton Centre



Motion for Conference

ONE MOTION ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOCM	<input type="checkbox"/>
NWC	<input type="checkbox"/>

SOC USE ONLY

BRANCH/REGIONAL WOMEN'S GROUP/NATIONAL SOG COMMITTEE/NATIONAL YOUNG MEMBERS' FORUM

BRANCH CODE (RMS)

.....

BRANCH SECRETARY'S NAME + ADDRESS (where appropriate):.....

.....

TEL: FAX: E-MAIL ADDRESS:

CONTACT DETAILS FOR SUBMITTING BODY.....

.....

MOTION TITLE:

TEXT:

(continue on a separate sheet if necessary)

<p>The above motion was agreed at a quorate meeting of the Branch/Regional Women's Group/National SOG Committee/NYMF held on</p> <p>..... (date)</p>
--

SOC USE ONLY

SOC USE ONLY

Signed: (By two members of the group/committee/forum as appropriate)

.....

Signature

Signature

Please return to Joan Walker, UNISON, 130 Euston Road, London NW1 2AY. Motions must be received by **12 noon on Thursday 20 October 2011** at the latest. Motions may be sent by fax on: 020-7121 5192.



National Women's Conference

16-18 February 2012, Brighton Centre



Amendment to Standing Orders

ONE AMENDMENT ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOCR	<input type="checkbox"/>
NWC	<input type="checkbox"/>

SOC USE ONLY

BRANCH/REGIONAL WOMEN'S GROUP/NATIONAL SOG COMMITTEE/NATIONAL YOUNG MEMBERS' FORUM

BRANCH CODE (RMS)

.....

BRANCH SECRETARY'S NAME + ADDRESS (where appropriate):.....

.....

TEL: FAX: E-MAIL ADDRESS:

CONTACT DETAILS FOR SUBMITTING BODY:

.....

STANDING ORDER NUMBER: HEADING:

(if this amendment is linked to other amendments, please indicate this on the other form(s), so that the SOC may treat them as one amendment)

(continue on a separate sheet if necessary)

The above amendment to standing order was agreed at a quorate meeting of the
 Branch/Regional Women's Group/National SOG Committee/NYMF held on
 (date)

SOC USE ONLY

SOC USE ONLY

Signed: (By two members of the group/committee/forum as appropriate)

.....

Signature

Signature

Date/time received by SOC:

Please return to Joan Walker, UNISON, 130 Euston Road, London NW1 2AY. Amendment to Standing Orders must be received by **12 noon on Thursday 20 October 2011** at the latest. Amendments to Standing Orders may be sent by fax on: 020-7121 5192.



National Women's Conference

16-18 February 2012, Brighton Centre



Amendment to Motion

ONE AMENDMENT ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOC No.	
AGXM	
SOC USE ONLY	

BRANCH/REGIONAL WOMEN'S GROUP/NATIONAL SOG
COMMITTEE/NATIONAL YOUNG MEMBERS' FORUM

BRANCH CODE (RMS)

.....

BRANCH SECRETARY'S NAME + ADDRESS (where appropriate):

.....

TEL: FAX: E-MAIL ADDRESS:

CONTACT DETAILS FOR SUBMITTING BODY:.....

.....

AMENDMENT TO MOTION NO: TITLE:

TEXT:

(continue on a separate sheet if necessary)

The above amendment was agreed at a quorate meeting of the Branch/Regional
Women's Group/National SOG Committee/NYMF held on
..... (date)

SOC USE ONLY

SOC USE ONLY

Signed: (By two members of the group/committee/forum as appropriate)

.....

Signature

Signature

Please return to Joan Walker, UNISON, 130 Euston Road, London NW1 2AY. Amendments must be received by **12 noon on Wednesday 14 December 2011** at the latest. Amendments may be sent by fax on: 020-7121 5192.

**UNISON Women's Conference 16-18 February 2012,
Brighton Centre
DELEGATE RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code. 0-22-15-20

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

	Date	Time of Travel	From	To	Sleeper Y/N
Outbound					
Return					

Please tick the appropriate boxes

Ticket Type Single Return **Class** Standard Saver

Do you require any special Requirements, i.e. seating preference? **Y/N** If yes, please give details below

Do you hold a Travel Discount Card? Y/N

If the answer is yes, which card do you hold? _____

Please fill in the Name and Address tickets should be sent to:

Name	_____
Address	_____

Tel No.	_____
E-mail	_____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: 0845 872 4432 **Fax:** 01294 605246

E-mail: unison@stewartcorporatetravel.co.uk

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance.

GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

1. Please complete in block capitals.
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. One form should be completed per delegate.
4. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
5. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
6. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
8. If you hold a Travel Discount Card such as the Young Persons/Student or Disabled, Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
9. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Whether a seat reservation is required
 - Departure and destination stations
 - If you require a sleeper ticket
10. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Rail fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
11. Stewart Corporate Travel Address:

48 Hamilton Street
Saltcoats
Ayrshire
KA21 5DS
12. **Please remember that whether you contact Stewart Corporate Travel by telephone or fax, the original booking form must be sent to them as authorisation of your attendance.**

**UNISON Women's Conference 16-18 February 2012,
Brighton Centre
DELEGATE AIR TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-22-15-20

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

IF YOU HAVE ANY SPECIAL REQUIREMENTS - DIET, SEATING PREFERENCE, ETC. PLEASE GIVE DETAILS BELOW

Please fill in The Name and Address tickets should be sent to:

Name _____	
Address _____	

Tel No. _____	E-mail _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: **0845 872 4432** **Fax:** **01294 605246**

E-mail: **unison@stewartcorporatetravel.co.uk**

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance.

GUIDELINES: DELEGATE AIR TRAVEL APPLICATION FORM

1. Please complete in block capitals.
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. One form should be completed per delegate.
4. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
5. If you are unsure of the time of the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
6. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
8. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Departure and destination Airports
9. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Air fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
10. Stewart Corporate Travel address:

48 Hamilton Street
Saltcoats
Ayrshire
KA21 5DS
11. **Please remember that whether you contact Stewart Corporate Travel by telephone or fax, the original booking form must be sent to them as authorisation of your attendance**

**UNISON Women's Conference 16-18 February 2012,
Brighton Centre
VISITORS RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

	Date	Time of Travel	From	To	Sleeper Y/N
Outbound					
Return					

Please tick the appropriate boxes

Ticket Type Single Return **Class** Standard Saver

Do you require any special Requirements, i.e. seating preference? **Y/N** If yes please give details below.

Do you hold a Travel Discount Card? Y/N

If the answer is yes, which card do you hold? _____

Please fill in the Name and Address tickets should be sent to:

Name	_____
Address	_____

Tel No.	_____
E-mail	_____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: 0845 872 4432

Fax: 01294 605246

E-mail: unison@stewartcorporatetravel.co.uk

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance.

GUIDELINES: VISITOR RAIL TRAVEL APPLICATION FORM

1. Please complete in block capitals
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per Visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. If you hold a Travel Discount Card such as the Young Persons/Student, Disabled or Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
8. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
9. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
10. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Whether a seat reservation is required
 - Departure and destination stations
 - If you require a sleeper ticket
11. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Rail fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
12. Stewart Corporate Travel Address:
48 Hamilton Street
Saltcoats
Ayrshire
KA21 5DS
13. **Please remember that whether you contact Stewart Corporate Travel by telephone or fax, the original booking form must be sent to them as authorisation of your attendance.**

**UNISON Women's Conference 16-18 February 2012,
Brighton Centre
VISITOR AIR TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE : _____ TIME OF FLIGHT : _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

IF YOU HAVE ANY SPECIAL REQUIREMENTS - DIET, SEATING PREFERENCE, ETC. PLEASE GIVE DETAILS BELOW.

Please fill in The Name and Address tickets should be sent to:

Name _____	
Address _____	

Tel No. _____	E-mail _____

Listed below are contact details for Stewart Corporate Travel:

Tel No: 0845 872 4432

Fax: 01294 605246

E-mail: unison@stewartcorporatetravel.co.uk

All forms must be returned to Stewart Corporate Travel at the address overleaf.

GUIDELINES: VISITOR AIR TRAVEL APPLICATION FORM

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4. One form should be completed per visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
8. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
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 - Date of travel, both outward and return
 - Preferred time of travel
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Saltcoats
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KA21 5DS
12. **Please remember that whether you contact Stewart Corporate Travel by telephone or fax, the original booking form must be sent to them.**

STANDING ORDERS FOR NATIONAL WOMEN'S CONFERENCE

(as amended at National Women's Conference 2010)

1. APPLICATION OF STANDING ORDERS

- 1.1 These Standing Orders shall apply to all meetings of the National Women's Conference.

2. STANDING ORDERS COMMITTEE

- 2.1 The members of the Standing Orders Committee shall hold office from the end of one National Women's Conference until the end of the next National Women's Conference.

- 2.2 No delegates shall serve on Standing Orders Committees for more than three consecutive years.

- 2.3 At its first meeting after it takes office, the Committee shall elect a Chairperson and a Deputy Chairperson from amongst its members.

- 2.4 The functions of the Committee shall, subject to these Standing Orders, be to:

2.4.1 Ensure that the Union's Rules and Standing Orders relating to the business of Conferences are observed, and notify the Chairperson of any violation that may be brought to the Committee's notice.

2.4.2 Draw up the preliminary agenda and final agenda of Conference business, and proposed hours of business.

2.4.3 Determine the order in which the business of Conference shall be conducted, subject to the approval of Conference.

2.4.4 Consider all motions and amendments submitted for consideration by Conference and, for the purpose of enabling Conference to transact its business effectively, the Committee shall:

1 decide whether such motions and amendments have been submitted in accordance with the UNISON Rule Book, and specifically principles outlined in Section D4, and in accordance with these standing orders;

2 group together motions and amendments relating to the same subject, decide the order in which they should be considered and whether they should be debated and voted on separately or debated together and voted on sequentially;

3 make such minor wording changes of a technical nature as the Committee may consider necessary and which will render competent motions and/or amendments submitted with minor errors and/or omissions;

- 4 prepare and revise, in consultation with the movers of motions and amendments, composite motions in terms which in the opinion of the Committee best express the subject of such motions and amendments;
- 5 refer to another representative body within the Union a motion or amendment which in the opinion of the Committee should properly be considered there. The mover shall be informed of the reason for so doing.
- 6 have power to do all such things as may be necessary to give effect to these Standing Orders.
- 7 The Standing Orders Committee will, from time to time, issue guidelines in order to assist with the smooth running of Conference and submission of motions and amendments. Such guidelines shall be consistent with these Standing Orders and amendments will be ratified by the Standing Orders Committee at their final meeting at conference, prior to issue with the papers for conference in the following year.
- 8 Any guidance issued by SOC will be reviewed by SOC following each National Women's Conference to ensure the guidance continues to be fit for purpose.

2.5 Any decisions of the Committee which are to be reported to Conference shall be announced by the Chairperson of the Committee and shall be subject to ratification by Conference.

3. MOTIONS AND AMENDMENTS - PRE-CONFERENCE PROCEDURE

3.1. The National Women's Committee shall have the right to submit to the National Women's Conference reports, statements, motions, amendments to motions and amendments to Standing Orders.

3.2 Each branch and regional women's group, other national self-organised groups and the National Young Members' Forum may submit motions, amendments to motions and amendments to Standing Orders.

3.3 Motions and amendments shall be sent to the General Secretary's Office in order that the Standing Orders Committee may consider them for inclusion in the preliminary agenda. Such motion or amendment shall be in writing and signed by the appropriate persons from the body on whose behalf it is submitted.

3.4 The date and time by which motions and amendments to be considered for the Conference shall be received by the General Secretary's Office shall be as stated in the timetable laid out in Rule D.1.9 of UNISON rules.

3.5.1 A motion or amendment should normally be moved by a delegate of the branch, region or other approved body proposing that motion or amendment;

3.5.2 In the absence of a delegate of the branch, the motion or amendment may be moved by the Regional Delegate from the region to which that branch belongs,

only where prior notification has been given to the Standing Orders Committee, but may not be moved formally from the Chair;

3.5.3 In the event of SO 3.5.2 being applied, the Presiding Conference Chair shall advise Conference of the Procedure;

3.5.4 If there is no other delegate to move the motion or amendment, then the motion or amendment falls.

4. CONDUCT OF CONFERENCES

4.1 The National Women's Conference shall meet in public session, except that by direction of the National Women's Committee or by resolution of the Conference, the whole or any part of a conference may be held in private. In addition to the elected delegates the only persons permitted to attend a private session of a Conference shall be

4.1.1 such members of staff as have been authorized by the General Secretary to attend Conference

4.1.2 such other persons as the Chairperson may determine.

5. RIGHT TO SPEAK

5.1 Apart from the elected delegates and those nominated persons who have the right to speak at the National Women's Conference, no other person shall speak except by permission of the Standing Orders Committee, or by the resolution of Conference.

5.2 Paid officers may only speak at Conference to give reports, answer questions and provide information. Paid officers may not speak in debate on motions and amendments.

6. PROCEDURES AND POINTS OF ORDER

6.1 Any questions of procedure or order raised during a Conference shall be decided by the Chairperson whose ruling shall be final and binding.

7. POWERS OF CONFERENCE CHAIRPERSONS

7.1 Upon the Chairperson rising during a Conference session, any person then addressing Conference shall resume her seat and no other person shall rise to speak until the Chairperson authorises proceedings to continue.

7.2 The Chairperson may call attention to any remarks or language running counter to the rules of UNISON, or any breach of order on the part of a member, and may direct such a member to discontinue her speech.

- 7.3 The Chairperson shall have power to call any person to order who is causing a disturbance in any session of Conference and if that person refuses to obey the Chairperson, she shall be named by the Chairperson, shall forthwith leave the Conference Hall, and shall take no further part in the proceedings of that Conference.

8. VOTING

- 8.1 The method of voting shall be by a show of hands of those people present who are delegates to conference with the exception of delegates representing the national self organised committees, the young members' forum, regional women's groups, the National Executive Council and the standing orders committee, who do not have the right to vote. The presiding conference chair shall declare the result or shall call for a count.

- 8.2 A count may also be called if, after a presiding conference chair's declaration of a result, at least 10% of the members present immediately indicate that they want a count.

- 8.3 When a count has been called:

8.3.1 No other conference business may proceed until the count has been completed;

8.3.2 The presiding conference chair shall immediately instruct the tellers to close the doors. Any person may leave the conference during the time that the doors are closed. Members of the standing orders committee and UNISON staff may enter the conference, should they deem their business to be such that it cannot wait until the count is completed, whilst the doors are closed;

The presiding conference chair shall instruct the tellers to do a count of those in favour, those against, and those not voting, and shall declare the result. Once the result has been declared the presiding conference chair shall instruct the tellers to re-open the doors.

9. TELLERS

- 9.1 Conference shall appoint delegates to act as tellers for the duration of the Conference. Tellers shall not be members of the National Women's Committee or the Standing Orders Committee.

10. WITHDRAWALS OF MOTIONS AND AMENDMENTS

- 10.1 A mover of a motion or amendment who wishes to withdraw their motion or amendment shall inform the Standing Orders Committee. The Standing Orders Committee shall report this request to Conference. Conference shall decide whether or not the motion or amendment may be withdrawn.

- 10.2 If a motion is withdrawn with the consent of Conference and there is an amendment to that motion, which appeared in the preliminary agenda, then that amendment shall fall.

11. MOTIONS AND AMENDMENTS NOT ON THE AGENDA (EMERGENCY MOTIONS)

11.1 A motion or amendment which is not shown on the final agenda may not be considered by Conference without the prior approval of the Standing Orders Committee and the consent of Conference, which shall be governed by the following rules:

11.1.1 Such motion or amendment shall be in writing, signed by the appropriate persons from the body on whose behalf it is submitted and shall be sent to the Standing Orders Committee at least five working days before the commencement of Conference, except if it relates to events which take place thereafter. It will state at which meeting it was debated and adopted.

11.1.2 If the Standing Orders Committee gives its approval to the motion or amendment being considered, copies of the motion or amendment shall be made available for delegates at least one hour before Conference is asked to decide whether to consent to the matter being considered.

11.1.3 An emergency motion will not be given priority over other motions and amendments on the agenda except where the Standing Orders Committee and/or Conference decide that the purpose of the motion in question would be frustrated if it were not dealt with at an earlier session of the Conference.

12. PROCEDURAL MOTIONS

Subject to SOs 12.9 and 16.2.6 the following procedural motions may be moved at any time without notice on the agenda:

12.1 That the question be now put, provided that:

1. The Chairperson may advise Conference not to accept this motion if in her opinion the matter has not been sufficiently discussed.
2. If the motion is carried, it shall take effect at once subject only to any right of reply under these Standing Orders.

12.2 That precedence be given to any particular business set forth on the agenda subject to the provisions of Standing Order 11.

12.3 That the Conference proceed to the next business.

12.4 That the debate be adjourned.

12.5 That the speaker no longer be heard.

12.6 That the Conference (or any part thereof) be held in private session provided that:

- 12.7 A motion under SO 12.1, 12.2 and 12.3 shall be immediately put to the vote without discussion and no amendment shall be allowed.
- 12.8 The Chairperson may at her discretion permit a motion under Rule 12.5 to be discussed and amendments moved.
- 12.9 No motion under SO 12.1, 12.2 or 12.3 shall be moved by a person who has spoken on the motion or amendment in question.
- 12.10 That leave be given to amend a motion or an amendment with the prior approval of the Standing Orders Committee.
- 12.11 A delegate who moves a procedural motion under SO12.1 shall not speak on any motion or amendment debated as a result of that procedural motion.

13. AMENDMENTS TO A MOTION

- 13.1 When an amendment to a motion is moved, no further amendment may be moved until the first one is disposed of, subject to S.O.16
- 13.2 When an amendment is defeated, a further amendment may be moved to the original motion.
- 13.3 When an amendment to a motion is carried, the motion, as so amended, shall become the substantive motion, to which a further amendment may be moved. The right of reply belongs to the mover of the original motion regardless of amendments carried.
- 13.4 The mover of a motion may accept an amendment or amendments to their motion, but each amendment must be moved separately and voted upon.

14. LIMIT OF SPEECHES

- 14.1 The mover of a motion or an amendment shall speak for no more than five minutes, and each subsequent speaker shall speak for no more than three minutes.
- 14.2 No person shall speak more than once on a question, except that the mover of the original motion may exercise a right of reply for not more than three minutes, introducing no new material.
- 14.3 These time limits may be amended where prior approval has been sought from the Standing Orders Committee.
- 14.4 The Chair shall, at their discretion, extend a particular speaker's time limit if their access requirements have an impact on speaking time.

15. POINTS OF ORDER

- 15.1 A delegate may, at any stage in a Conference, raise a point of order if she considers that the business is not being conducted in accordance with the Union's Rules and Standing Orders.
- 15.2 Such a point of order must be raised as soon as the alleged breach occurs or at the earliest practicable moment thereafter.
- 15.3 The Point of Order shall not be debated or amended, and the Chairperson shall make an immediate ruling under S.O.6.1.

16. GROUPED DEBATES AND SEQUENTIAL VOTING

- 16.1 Where, in the view of the Standing Orders Committee, separate debates on specified motions and/or amendments dealing with the same subject matter would lead to undue repetition in the debates, a grouped debate and/or sequential voting may be adopted by Conference. This is subject to agreement of the parties that submitted the motions.
- 16.2 The following procedure will be followed:
 - 1 The Chairperson will advise Conference of the order of business and of the sequence in which motions and amendments will be moved and voted on following a general debate, and of the effect of certain proposals on others.
 - 2 All motions and amendments included in the debate shall be moved.
 - 3 The general debate shall take place.
 - 4 The Chairperson shall again state the order of voting and shall advise Conference which, if any, motions or amendments will fall if others are carried.
 - 5 Voting will take place on motions, preceded by relevant amendments, in the order in which they were moved.
 - 6 A debate being conducted under this procedure may not be adjourned until after all the motions and amendments have been moved.

17. REPORTS BY NATIONAL WOMEN'S COMMITTEE

- 17.1 After the opening of Conference the National Women's Committee shall present its report for the past year.
- 17.2 If the National Women's Committee presents a report to Conference which contains proposals or recommendations requiring approval and adoption by Conference, the Committee shall submit it under a motion seeking such approval and adoption.
- 17.3 The Committee report shall be circulated prior to Conference.

18. REFERENCE OF OUTSTANDING ITEMS TO THE NATIONAL WOMEN'S COMMITTEE

- 18.1 If at the end of the National Women's Conference, the business of the Conference has not been concluded, all motions and amendments then outstanding shall stand referred to the National Women's Committee, which shall in due course report to members its decision on these matters and in any event, report back will be made within the next annual report to conference.

19. SUSPENSION OF STANDING ORDERS

- 19.1 Any one or more of these Standing Orders may be suspended by a resolution of Conference in relation to a specific item of business properly before that Conference and to the proceedings thereon at that Conference, provided that at least two-thirds of the delegates present and voting shall vote for the resolution.

ADVICE FROM THE STANDING ORDERS COMMITTEE ON SUBMITTING MOTIONS TO NATIONAL WOMEN'S CONFERENCE

The Standing Orders Committee decides whether motions are competent, or out of order. We do not approve the policy content of the subject matter but we do decide whether the motion is competent for debate.

Who can submit motions

- Branch Women's Groups
- Regional Women's Groups
- National Women's Committee
- National Self-Organised Groups
- National Young Members' Forum

If there is no women's group in your branch, you can contact your regional women's group to get involved.

How

- Send in your motion on the Conference form by the deadline. You need to state the date of the meeting at which the motion was agreed, and provide two signatures
- The word quorate is included on the Conference form to ensure that meetings that submit motions to conferences have been properly convened within the local rules and do have the power to take the action of submitting the motion. This is best practice used at National Delegate Conference. If there is no quorum for the meeting then the term does not apply.

Who can sign the form

- We ask for the signatures of two members of the Branch Women's Group
- 'PP'ng is not an appropriate alternative.

Subject Matter

- The subject matter and the instructions contained in the motion must be wholly or predominantly of concern and relevance to women members. The motion must make clear why it is an issue for debate

at National Women's Conference rather than, say, National Delegate Conference.

So, for example, a motion on a health and safety issue would have to highlight the particular impact on women and identify action the National Women's Committee can take to address the issue in relation to women members.

Action

- A motion is a means of indicating why you want something to happen, what you want done and by whom.
- National Women's Conference may instruct the National Women's Committee to take action within its remit.
- National Women's Conference may not instruct other bodies within the union, such as the NEC or service groups or external bodies.
- Don't use the phrases:
 - “Conference agrees to”
 - “Conference resolves to”
 - “Conference calls on the NEC”
 - “Conference calls upon the union at all levels”

as Conference does not exist after the end of business. Conference cannot resolve to take action itself. The Women's Conference's relationship with the rest of the union, and the outside world, is through the National Women's Committee, so any proposed action must be taken through the National Women's Committee.

- Don't use the phrase:
 - “Conference calls directly on the National Executive Council to”

Because the Conference has no direct representation on the National Executive Council. Again such proposals have to be channelled through the National Women's Committee, which does have NEC representation.

So make sure your motion reflects this.

Staffing

- As a general rule, motions to National Women's Conference should not deal with staffing matters since these are outside the remit of the National Women's Committee. Under Rule D2.10.1 and Rule D2.10.2, the National Executive Council and the General Secretary have responsibility for the employment of staff and staffing matters. Motions can be considered on their merit where they deal with general policy on staff resources. But motions dealing with the details of the staffing complement would be ruled out of order, since responsibility in this area rests with the NEC and the General Secretary.
- For example motions may not propose additions or deletion of staff posts, or job descriptions for staff, or interfere with management of staff but motions may include staffing as an element of allocation of resources for a project.

Rule Changes

- The National Women's Conference cannot amend UNISON's National Rules. Only National Delegate Conference may amend the National Rules.
- National Women's Conference may agree a motion to submit a particular rule change to National Delegate Conference. It then needs to be chosen as one of the Women's Conference motions to the next National Delegate Conference, to get on to that agenda.

Amendments to Standing Orders

- The National Women's Conference can amend its own Standing Orders. There is a separate form for this. All changes to standing orders require a two-thirds majority of those present and voting.

Amendments to Standing Orders are not open to further amendment.

Amendments to Motions

- An amendment is a proposed change to a motion that deletes from and/or adds to it.
- To be competent the amendment must:
 - refer to the original motion;
 - not change a positive motion into a negative one;
 - not contradict the intention of the motion;
 - not introduce substantially new subject matter to the extent that it unduly changes the balance of the motion or the substance;
 - not be from the proposer of the main motion

Emergency Motions

- An emergency motion must relate to an issue that could not be addressed in accordance with the timetable for submitting motions and amendments.
- A form is available for submitting emergency motions. In addition to the normal procedures for submitting motions, the following criteria will also be used in considering all emergency motions:
 - the facts giving rise to the subject matter have occurred since the closing date for submission of motions and amendments - it is not sufficient that the submitting body was not aware of the facts until after the closing date
 - the matter could not be raised in debate on the agenda;
 - the action called for is not covered by another motion, amendment or composite;
 - the action must refer directly to the new information in the motion;
 - the subject cannot be dealt with through normal channels other than National Women's Conference.

Can the Standing Orders Committee change the wording of a motion to make it competent?

The SOC has the power to make minor wording changes of a technical nature so:

- points may be renumbered or re-lettered using a common format, to avoid confusion at amendment stage;
- references to line numbers in amendments will be replaced by reference to a paragraph numbers;
- any clearly incorrect spelling will be corrected.

but:

- where there is any ambiguity as to the intention of the motion, no change may be made;
- no alterations to grammar may be made, unless there is a query over what the motion means, in which case the women's group will be contacted for its interpretation;
- and a motion cannot be reworded to change its meaning.

A checklist is attached to help you when writing a motion and submitting it to the Women's Conference.

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### The Standing Orders Committee can be contacted via:

Anita Edwards  
Secretary  
Women's Standing Orders Committee  
c/o UNISON  
130 Euston Road  
LONDON  
NW1 2AY

Tel no: 020-7121 5487  
Fax no: 020-7121 5192  
Email: [j.walker@unison.co.uk](mailto:j.walker@unison.co.uk)

## CHECKLIST FOR COMPETENCY OF MOTIONS

- From a body with submission rights
- On correct form
- Date of meeting
- Two appropriate signatures
- Submitted within the deadline
- Subject matter wholly or predominantly relevant to women members
- not National Delegate Conference business;
- not service group business;
- not APF/GPF business
- not seeking a donation**
- Not a statement
- Does it make sense?/Is it sufficiently clear?
- Is it identical to previous motions/superfluous, or does it contain new policy/action?
- Clear action points
- Does it instruct/ask the correct body to take action? Can only instruct the NWC. Cannot call directly on the NEC, must go via the NWC.
- Cannot commit Conference to spend national funds
- Does not contravene union rules
- Does not contain instructions for unlawful action
- Does not refer to legal proceedings [**See appendix A – Legal Advice on Equal Pay**]
- Does not refer to staffing issues

## **Legal advice concerning Equal Pay and UNISON Conferences**

As you may be aware, there are currently employment tribunal and appeal proceedings being brought against UNISON by employers arising out of their equal pay liability. These employers are seeking to recover compensation from UNISON in relation to their own liability to pay their employees equal pay. Further, UNISON staff and lay officials remain exposed to potential legal action by no win no fee lawyers (NWNF) contesting the union's equal pay strategy. For these reasons UNISON continues to need to take great care when dealing with equal pay issues and a cautious approach must be adopted in relation to communications on equal pay matters within the union.

As has been the case in previous conferences, it remains crucial therefore that the union not allow any motions relating to equal pay on the agenda at UNISON conferences owing to the current litigation and the continuing potential for allegations of negligence and sex discrimination against the union. This is because employer and NWNF lawyers and others are able to gain access to everything which is said in union forums, including motions and debate at conference, and use this to further their claims against the union, our activists and staff. The union's legal advice is that our defence of these claims may be seriously weakened if there are speeches or motions impinging on litigation. For this reason the SOC are advised not to allow any motions relating to equal pay on the agenda.